

Check List

By initialing below, I acknowledge that I have read, reviewed, and agree to adhere by all of the rules and regulations contained in the guidelines packet in order to obtain a permit at the San Clemente Historic Cottage.

Date of Desired Special Event

_____ I agree to the dates listed on this page and am submitting the signed Special Event form (DPR 246), this checklist and a non-refundable deposit for \$500. The deposit must be a cashier's check or money order made out to the "State of California".
(Please keep guidelines packet for your own reference)

_____ "Guidelines for the Historic San Clemente Cottage"

_____ "Locations"

_____ "Facilities"

_____ "Party Rental Companies"

_____ "Caterer"

_____ "Parking and Shuttle Vans"

_____ "Miscellaneous Items"

_____ "Cancellations"

_____ "Insurance Requirements"

X

Signature of Permittee

Today's Date

Guidelines for the Historic Cottage at San Clemente State Beach

Thank you for your recent inquiry regarding holding a special event at the Historic Cottage at San Clemente State Beach. California State Parks is happy to make this facility available for your private function. Our primary objective at this unit is the interpretation to the public of a unique architecture, as well as the lifestyle and time period that makes this 1930's C.C.C. constructed Cottage a prized example of its era. Our policies reflect our concern to ensure the integrity of this valuable resource so that all who visit in years to come will enjoy the history that it represents. To avoid any incongruous activity, please read the following terms and conditions carefully.

Availability

Year Round (Except holidays): 2 pm-10 pm

The cottage **may be** available for events on Friday and Saturday during the peak visitation season: (Memorial Day through Labor Day). Holidays and holiday weekends are not available.

The party rental company and caterer may arrive one hour prior to your permitted start time, **no earlier than 1:00 pm** to drop-off supplies and begin set-up. You should allow a minimum of 2-3 hours to set-up your event. The premises must be entirely vacated by no later than 10:00 pm. This allows the caterer and rental company only one hour to clean up, from the end of your permitted time (Quiet hours for the adjacent campground begins at 10:00 pm.) Final Inspection by the State Park monitor begins at 10:00 pm. Park staff will be on premises until no later than 11:00 pm.

Public Visitors

As the permittee, you **DO NOT** have exclusive use of the State Park. However, one responsibility of the State Park monitor assigned to your event is to ask the public to respect your privacy. We will allow the public on the property during the set-up of your event, while concurrently assuring that they do not interfere. (Permittee who are planning events on the property love to come by to see how you have chosen to set up your event.)

Fees

To reserve the site a \$500.00 non-refundable deposit is required. The balances of all fees are due at least 60 days prior to your event. If fees are not received at least 60 days prior to your event, State Parks has the right to terminate your event permit.

Friday, Saturday, & Sunday: \$3,800.00 site fee
(Includes monitor and parking for up to 50 cars)

Monday - Thursday: \$2,500.00 site fee
(Includes monitor and parking for up to 50 cars)

Alcoholic Beverage Permit: \$150.00 each event where alcoholic beverages are being served. Selling of beverages is prohibited.

Monitor: \$79.00 per hour (Included in the site fee). It is required to have a State Park monitor on the grounds from the time the historic cottage is unlocked to begin set-up, until one hour after the event is over or until the last person associated with your event has completed clean-up. In the event that your caterer or rental company does not complete their load out by 11:00 pm, the permittee will be charged additional monitor fees of \$79.00 per hour in full hour increments.

Insurance Policy: Cost is dependent on the insurance carrier that you choose and is not included in your site fee. This is the sole responsibility of the permittee.

Parking: Any vehicle over the 50 allotted cars will be charged \$15.00 per vehicle.

In the event that your caterer, rental, or entertainment does not complete their load out by 11:00 pm, the permittee will be charged additional monitor fees of \$79.00 per hour in full hour increments.

Monitor

All Historic Cottage events require the presence of a uniformed State Park monitor. This monitor is present to enforce all terms and conditions of the permit. The State Park monitor will be present when the facility is unlocked, from set-up through clean-up. They will be responsible for removal of the trash in all on site receptacles. The State Park monitor will also coordinate with the caterers, party rentals, entertainment, Shuttle Company (if any) and continually check the premises for overall cleanliness. In addition, the State Park monitor is available to interpret basic facts of the Historic Cottage. Primarily, the State Park monitor is on site to ensure your event is a success. The State Park monitor is to be contacted immediately, should there be any issues that arise which are not addressed in the permit.

Location

All events at the Historic San Clemente Cottage take place on the exterior patio and grass area. The interior of the cottage will remain closed during all special events.

The classic adobe walls embrace a spacious, tiled courtyard. This enclosure features an excellent vantage point from which to view the ocean and frequently spectacular sunsets for which this portion of the South Orange County coastline is noted. The cottage overlooks the geologically significant San Clemente Bluffs area. Feel free to ask the attending State Park monitor any questions you might have about any historic or natural features found in San Clemente State Beach.

The courtyard gets sunshine throughout the day and cools off around 4:00 pm. The prevailing afternoon winds are predominantly westerly and are usually gentle, although may approach 12-14 knots at times.

- Electrical outlets are found around the perimeter of the courtyard, 20 amps maximum.
- Flower petals **MUST** be light in color and cleaned up immediately in order to prevent stains on the tiles. You must disclose the use and color of flower petals to be used at the time of booking your event.
- Flower pots brought in by the permittee may be placed on the flat portions of the walls provided they are padded.
- Flower pots and other items which are a part of the permanent display around the perimeter of the cottage may not be moved.
- We do not allow any items to be tied to the trees or any other foliage. No open flame candles, lamps or lights are allowed in any of the trees or foliage. Candles on reception food service tables are allowed provided they are in appropriate candle holders.
- Anything attached to the structure of the building, including the adobe walls and fireplace walls is strictly prohibited. Everything brought in for decorating or lighting purposes must be free-standing.
- Tiki torches or other flammable luminaries are not permitted.
- Games with balls are not allowed in any areas of the Historic Cottage.
- Archways must be free-standing.
- Use of the courtyard fireplace is a gas fireplace and will be lit upon request.

Facilities

- The grounds offer beautiful gardens, trees and lawns. The walled courtyard is the sole venue for all events at the Cottage.
- As mentioned, all parties are held OUTSIDE in the courtyard. The interior of the Cottage will remain closed during all special events.
- The maximum occupancy at the Cottage is 150. (This does not include staff hired by the permittee.)
- The restroom building available to your guests is located adjacent to the parking area, approximately 50 yards distance from the front of the Cottage. Handicapped accessibility is provided. The State Park monitor will periodically check this facility for cleanliness. There is a small restroom connected to the Bride's room which is used mainly for the Bridal party. *It is the responsibility of the Permittee to assure that this facility is kept clean. To this end, the Permittee should designate a representative with whom the State Park monitor will coordinate to assure that sanitary conditions are maintained during the event.* The identity of this representative will be agreed on and confirmed at the time of the final walk through. Should this restroom facility become inoperable, please notify the State Park monitor.
- The grounds provide lighting along the walkways and around the perimeter of the courtyard. These are low, Malibu style lights which are situated in the planter areas. Events held after sunset hours will need to provide their own overhead lighting.
- Music: We do not allow live bands. DJ's are allowed but there are noise restrictions that will be enforced by the State Park monitor. Live amplified music *is not* allowed. Acoustic music is highly recommended. Dance Music is to end at 9:00 pm quite background music may continue to 9:30.
- Alcohol is allowed on the property with a permit. Alcohol which is limited to **Beer, Wine and Champagne** may be served but, not sold. We strictly enforce all California Alcoholic Beverage Laws. *Professional Bartenders* are required. Servers of alcohol may not drink during an event and will be responsible NOT to serve guests under the age of 21 years. **Alcohol service is to end at 9:00 or one hour prior to the end of the permitted time whichever comes first. All unfinished drinks must be discarded at least thirty minutes prior to the end of your permitted time or no later than 9:30 pm.** To ensure the safety of the guests, the State reserves the right to shut down the bar in the event of excessive intoxication if the bartender has not already done so.
- Smoking is not permitted in the patio or grassy area of the cottage. There will be a designated smoking area provided.

Brides Dressing Room

This room is located directly to the rear of the garage and kitchen and adjacent to the courtyard area. It is available when the building is unlocked.

- Maximum of 10 attendants or family members in this restricted area.
- No food or beverages, except water. (Caterer may set up a food plate on the patio.)
- Electrical outlets are available.
- Security of personal items: Once the bride leaves for her ceremony, the event monitor will lock the door. The attendants will no longer be able to access this room. The room will only be opened again for the bride or her designated representative.

Party Rental Companies

Any party rental equipment to be used shall be brought on the day of the event. The rental company provides kitchen facilities for the caterer, chairs, tables, dance floors, heaters, lights, ashtrays and almost anything requested by the permittee. Please adhere to the following regulations:

An arrival time will be established on the final walk through appointment with the state permit coordinator. The earliest any vendor or service provider can arrive is one hour prior to the start time of your permit no earlier than 1:00 pm. If your arrival time is scheduled for 1:00 pm and you arrive early, the permittee will be charged the appropriate hourly rate. All rentals must be off the property by no later than one hour after the end of your permit, not to exceed 11:00 pm.

Staff- The permittee has agreed in contract with the State that they will adhere to the event times. The State requires the rental company to provide the permittee with enough staff to set-up and clean up within the appropriate time frame. A minimum of 5-6 rental staff persons will be required to set-up and take down the rentals. The permittee will be charged for State Park personnel that are kept on the property beyond the event time limits. As mentioned above, **all rentals must be off the property no later than 11:00 pm**. In the event that your caterer or rental company does not complete their load out by 11:00 pm, the permittee will be charged additional monitor fees of \$79.00 per hour in full hour increments.

Parking: Parking of all vehicles is in the main parking lot. Only drop off by rental companies/caterers is allowed behind the facility. Parking along the red curb is prohibited.

Equipment: The caterer's area is usually the first to be set up. If the caterer opts to set up plastic or astro turf covering for the food service area of the tiled patio, please remember that no adhesive or tape of any kind is permitted. During set up, it is required by State Fire Marshal's regulations that a fire access lane must be maintained at all times.

Please ask the State Park monitor for any direction you may require to that end. Please arrange all rentals so as to assure that they do not fall into garden areas.

Lights: The State has provided walkway and planter lighting only. It will be necessary to light your reception area. Electrical outlets are located around the perimeter of the patio. Each outlet provides a maximum of 20 amps. Any extension cords crossing walkways need to be secured with a *mat* to prevent a tripping hazard. We do not allow twinkle lights or lanterns in any of the trees. All lighting needs to be self-standing and placed in a safe area to prevent damage to the building and gardens.

Generators: These may be used for any purpose other than for the amplification of sound and music. If a generator is deemed necessary for the event, please ensure that it is placed on plywood and that it is situated outside of the patio area, (preferably outside the south wall of the patio, nearest ocean.) Please also ensure that this generator is properly muffled as to produce the least amount of noise pollution. Fire extinguishers are required next to each generator.

Heaters: Propane heaters are allowed on the patio. The propane tank must be placed on a piece of plywood and situated so as to minimize the possibility of tipping over.

Dance Floors: are not required for patio dancing. However, if the permittee so desires, one may be brought in by the party rental company. Please follow the time constraint guidelines to ensure that the flooring is set up and removed within the designated time frame.

Bars: When breaking down the bar at the end of the event, it is important not to dump any ice, beverage or grey water in any of the planter areas.

Tents and Canopies: Canopies are popular accoutrements for events. A practical size for these is 10 X 10. These are often set up over the caterer's area and occasionally over the buffet area, as well. All canopies must be self-standing and must comply with the State Fire Marshal's guidelines. All canopies must be constructed during the normal time frame of the event. Self standing umbrellas which serve to ward off the sun's rays and provide shade on warm summer days are also permitted. San Clemente Cottage may permit a large tent without walls for inclement weather. However, it will have to meet the Fire Marshal's approval.

Sharing rentals with another permittee: There are times when two permittees, on the same weekend, are using the same caterer and rental company. In such instances, please bear in mind that the State does not permit overnight storage of equipment *of any sort* on the grounds. Therefore, successive events on weekends need to be set up *individually* even though the same caterer or rental company may be involved.

Liability: California State Parks assumes neither liability nor responsibility for any rental equipment or supplies incidental to the event. It is the responsibility of the Permittee to ensure that compliance is agreed to and met by any catering or rental company that may be used.

Caterers

The caterer has one of the most important roles on the property. The caterer often becomes the site coordinator during the set-up of the day's events. In general, the caterer is the last vendor to leave the property and is, therefore, the one who is responsible for the final cleanup inspection which is directed by the State Park monitor. These "roles" among vendors are verified and agreed on during the final walk through with the State Park Permit Coordinator.

Parking: The caterer may park their van or working vehicle in the driveway to the garage, located on the north side of the cottage. Staff parking arrangements must be coordinated with the permittee. It is wise to have the caterer's staff carpool and park in the designated Day Use area, in the immediate area in front of the cottage.

Arrival times are not flexible. As explained in the "Guidelines", the first commitment of the State is the role the Historic Cottage plays in the interpretive mission of the Orange Coast District. To this end, the cottage will occasionally host interpretive events and guided tours. Check with the State Park Permit Coordinator to see if any programs conflict with your setup. Event times will be established on the final walk through with the State Park Permit Coordinator. The property is available as early as 1:00 pm. Caterers should begin removing all items from the tables including linens at 9:30 pm so the rental company can remove tables and equipment at 10:00 pm.

Food Service rules and regulations must be explained to all catering staff, cooks and bartenders. The State Park monitor will insist on a 10 minute briefing of the rules and regulations prior to any food leaving the preparation area. Please adhere to the following guidelines:

1. If astro-turf is utilized below the food service preparation tables on the tile patio, please remember that no tape or adhesive is permitted. Tape leaves a sticky residue which becomes black. Instead, use mats or heavy items as anchors.
2. Do not set any cooking tools, food or beverages on top of the adobe walls.
3. **Dumping** is not allowed on the property. All grey water **MUST BE TAKEN OFF THE PROPERTY**. Caterers have found that large plastic totes come in handy. As all caterers must be aware, dumping of ice on lawns will "burn" them. Dumping of grey water or beverages in the planter areas brings ants and unpleasant odors.
4. **Trash cans** are provided by the State Park and the State Park monitor will dispose of the trash put into these receptacles. Do not place leaky garbage bags on the tiled patio. The State Park monitor will discard of all trash placed into the trash cans.
5. **Alcohol** is allowed to be served, not sold. The State of California alcoholic beverage laws are strictly enforced. We do not allow any staff members to drink on the grounds while employed. It is necessary for all vendors to remain sober so they can do their jobs.
6. **Electrical Outlets** are located around the perimeter of the patio. Caterers will need to provide their own extension cords, if required.

7. **Lights** (overhead) are provided by the State for cleanup and will automatically come on at 9:30 pm. “Mood” lighting may be necessary for a night time event.
8. **The Cottage Kitchen/Food Preparation Facility** is located in the garage building, features modern fixtures and commodities. Virtually every convenience required for a professional food service operation is contained in this facility, including an industrial class garbage disposal unit. Also featured in the kitchen facility is an oven (*DO NOT* set any items on an open oven door), microwave, two food warming bins and a commercial grade freezer/refrigerator. The twin stainless steel sinks may be used for some pot and pan cleanup. All other dishwashing and utensil clean up is left to the discretion of the caterer. If you bring in your own containers for this purpose, remember that the dumping of grey water is prohibited. All such water must be transported off site and disposed of elsewhere. Cleanliness is the rule of thumb in any kitchen and all hygienic practices normally observed in the food service industry must be rigidly adhered to. The State Park monitor will periodically inspect the food preparation facility from set-up until break down. Please ensure that you leave the kitchen in a clean, sanitary condition. The State Park monitor will also oversee the cleanup activity. The State is happy to provide this service in order to further the success of your event. Please leave the kitchen in a cleaner state than in which you found it.

Please do not hesitate to ask the State Park monitor about the Rules and Regulations. Your agreement to work together can only promise a terrific event!

Parking and Shuttle Vans

It is your responsibility as the permittee to make parking arrangements for your guests and vendors with the State Park Permit Coordinator at the time of the permit application. Limited Day Use parking is available in the lot immediately in front of the cottage. Fifty parking spaces with parking passes are provided to you with your site reservation fee for the first 50 cars that come into the park for your event. There will be a \$15.00 day use fee per car for any additional vehicles which will be billed to the permittee after the event. We encourage you to arrange for your guests to carpool to the maximum extent possible.

Handicapped guests may pull up to the side entrance, near the garage or near the south patio wall, to be dropped off. The vehicle **MUST** then be parked in the day use lot. Some designated handicapped parking is available in this lot. All distinguishing placards identifying driver or occupant as handicapped must be appropriately displayed on vehicles parking in these spaces.

Off Site Parking: Some limited, metered parking is available on Calafia Street and at the beach parking lot at its terminus. Please read all parking restrictions on these meters.

Miscellaneous

Pets are not allowed.

Lost and Found: All lost items should be reported to the State Park monitor, on site. Please provide a brief description of the item, your name and phone number. Any items discovered to be missing *after you leave the grounds* should be reported to the San Clemente State Park District Office at: (949) 492-0802. Any found items will be given to the pre-designated contact person prior to their departure from the event.

Restricted items: We do not allow rice, or confetti to be thrown at, during or after the wedding or reception.

No items may ever be left overnight on the Cottage grounds.

Cancellations

We understand that planned events may be cancelled for many different reasons. However, please be aware of our cancellation policy:

- The \$500.00 deposit is **non-refundable and non-transferable**.
- If you cancel within 60 days of your event date, your fees will not be refunded unless we are able to re-book the site. If you cancel your event prior to 60 days, your fees will be refunded with the exception of the \$500.00 non-refundable deposit.
- We do not allow confirmed dates or deposits to be transferred to another person's name. Once *your* permit and deposit have been received, and you decide you must cancel, the only option is to do so and thus lose the \$500.00 non-refundable deposit.
- For cancellations due to natural disasters or acts of God, (fire or floods) we will reimburse your entire fee. This reimbursement can take up to eight weeks or possibly longer to receive.
- We will not refund your money if you choose to cancel your event due to rain (Please read: Tent Regulations).

Insurance

Insurance-Every special event within California State Parks requires that Permittee acquire a liability insurance policy, applicable to the day of the event. Proof of this required insurance must be provided to the state by the permittee. Insurance must be executed by an insurance agent and on a form consistent with state form **DPR 169A Certificate of Insurance**. This form contains the required, detailed information that must be on your policy. It is the responsibility of the permittee to inform the insurance carrier of this requirement. Many agencies routinely issue their own form of this certificate as evidence of coverage. This will only be acceptable if it is consistent with the DPR 169A Certificate of Insurance. The policy will be in an amount no less than Combined Single Limit (CSL) of \$1,000,000 per occurrence. (See enclosed Insurance Requirement information sheet.) **Proof of insurance must be provided no later than 60 days prior to the event.**

Insurance Requirements

The permittee will be required to provide a Certificate of Insurance, (consistent with DPR 169a) with specified endorsements as proof of liability insurance coverage. Special Event/Wedding insurance can be obtained through a carrier of your choice. The State requires an insurance agent to execute this certificate on behalf of the permittee.

Requirements:

This insurance certificate/policy will cover the period of the permit. It will be in an amount no less than Combined Single Limit (CSL) \$1,000,000 per occurrence and shall contain the following special endorsements and conditions:

- 1) **State of California, its officers, agents, employees and servants are included as additional insured buy only as operations under this contract or permit are concerned.**
- 2) **The insurer will not cancel or reduce the insurer's coverage without thirty days prior written notice to the State.**
- 3) **Property damage or fire damage payments made under this/these policies shall be used to repair or rebuild the insured premises, and if not so used, such payments shall be made to the State. The proceed of any such insurance payable to the State shall, at the discretion of the State, be used for rebuilding or repairs necessary to restore the premises.**
- 4) **Upon request, insurer shall furnish the State a certified copy of the policy within fifteen days.**
- 5) **State of California, California State Parks
Attn: San Clemente Historic Cottage
250 Avenida Calafia
San Clemente, Ca 92672**

Special Events that include the use of alcohol will require Liquor liability insurance.

Required Limits of Coverage

General Liability:

General Aggregate	\$2,000,000
Products	\$ 500,000
Personal Injury	\$1,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$ 50,000
Medical	\$ 5,000
<u>Host Liquor Liability:</u>	\$1,000,000

.If motor vehicles are operated on State Park property as part of the event, Automobile liability insurance is required.

Automobile Liability:

Bodily Injury (per person)	\$ 100,000
Bodily Injury (per accident)	\$ 300,000
Property Damage	\$ 100,000